

0-7923

AD/OCO

9 December 1949

Attachment 3

MEMORANDUM FOR: Liaison Division

SUBJECT: Requests from other agencies for intelligence production by OME or OSI

1. It is highly important that any office preparing a finished intelligence study have direct contact with the requester for whom he is doing the job. This essential is exactly parallel to Liaison Division's need to have direct contact with the analysts in OME and OSI who send down requirements for collection action.

2. In future, when it happens that Liaison Division must transmit a request to OME or OSI for intelligence production, the text of the request will include the following:

- (a) Name of the individual officer who has requested the job.
- (b) Agency and Office to which the requester belongs.
- (c) Telephone extension on which the requester may be reached.

3. In the event that any agency refuses to provide this information, the appropriate Liaison Officer from OCD will make informal attempts to obtain it through all means available to him. If the agency concerned has put its refusal in writing, then the letter will be brought to the AD/OCD for action.

4. Whenever possible, the request sent to OME or OSI will include all available (a) background information concerning the request, and (b) information concerning the time-limit or deadline established. It is desirable that the original text of requests from other agencies be transmitted together with the formal CD's.

JAMES M. ANDREWS

cc: AD/ORE
AD/OSI
COAPS
Executive

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